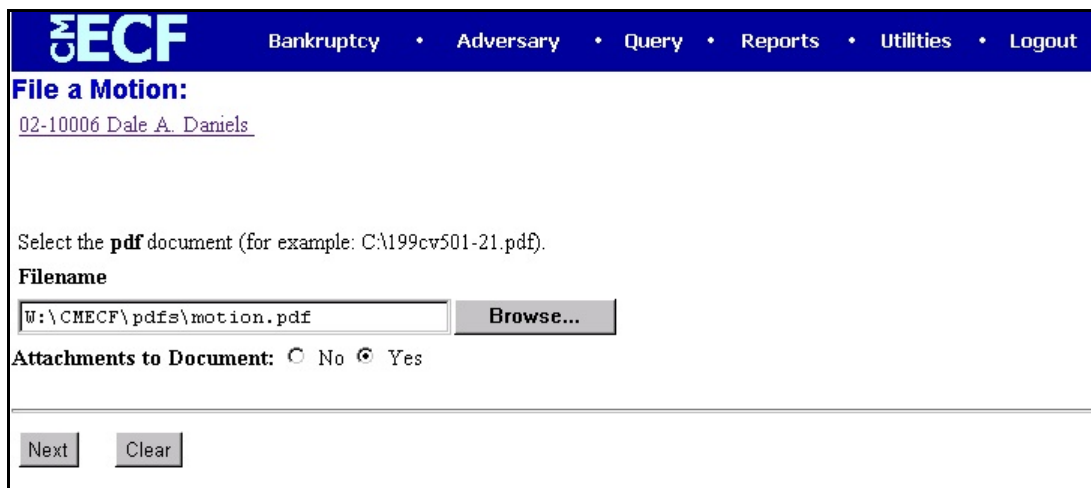# Attachments to Documents

An attachment is defined as any document that is separate from the main document. Examples of attachments are: forms or order, exhibits, supporting documentation, affidavits, etc. This lesson demonstrates the steps taken when an electronically filed document has attachments. This exercise will show the process of attaching an exhibit to a motion.

Step 1   Prepare the attachment for filing in PDF format. If there are multiple attachments to a single document, they may be attached as separate documents or as one document.

Step 2   During the filing process, the **PDF Document Selection** screen displays. (See Figure 1a)

Figure 1a

◆   Click **Browse**, then navigate to the directory where the PDF file is located for the main document.

   •   To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select *Open*. (See Figure 1b)
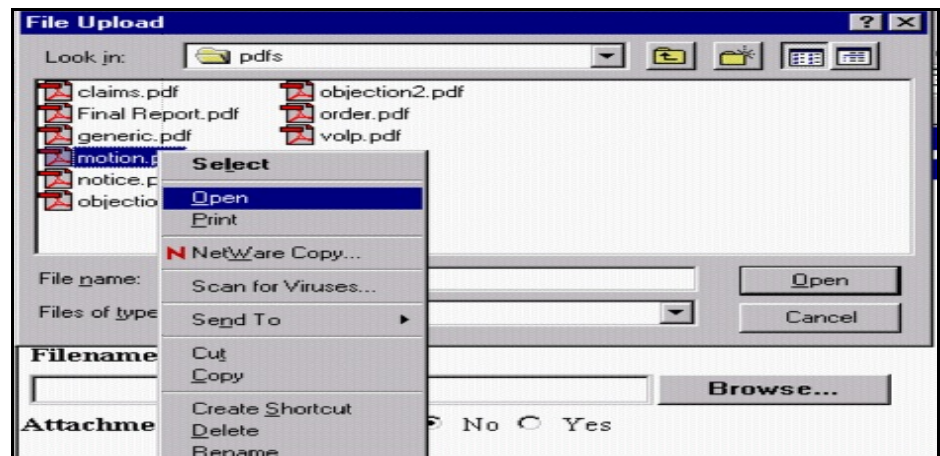
Figure 1b

- This will launch Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe application. If that is the correct file, click Open on the File Upload dialogue box. (See Figure 1c)
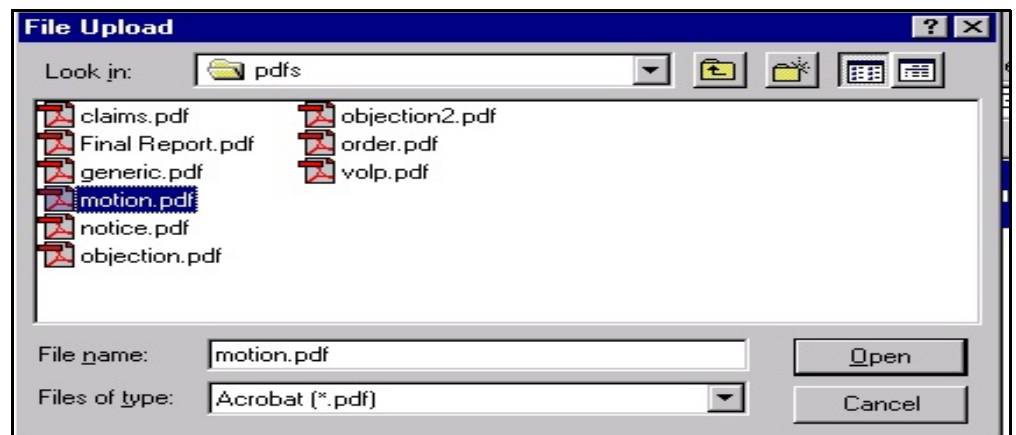

Figure 1c

◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the exhibit and click **Next** to continue.

Step 3   The **Attachment** screen displays. (See Figure 2a)

 Figure 2a

> **NOTE:**   The PDF file of the main document is <u>not</u> an **attachment.**

> **NOTE:**   An **attached** document will be referenced in the docket text separately and will be accessible by clicking on the link within docket text after the filing is complete.

◆   Click **Browse**, then navigate to the directory where the PDF file for the attachment is located. Follow **Step 2** above for specific browsing instructions.

◆   Click the down arrow (▼) in the **Type** scroll box and make a selection.

> **NOTE:**   If the type of attachment is not listed in the **Type** scroll box, manually enter a brief description of the attachment in the **Description** box.

◆   Click **Add to List**. The path and file name will display in the **List** box. (See Figure 2b)

Figure 2b

◆   Click **Next** to continue.

NOTE: **Remove from List** will remove any PDF file that is highlighted in the **list box** as an attachment to the filing.

NOTE: A new **Attachment** screen will display each time **Add to List** is clicked. This gives the opportunity to add more than one attachment to the filing. When all files are attached and listed in the **list box**, click **Next** to continue.